

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Division,
Management Staff, DD/A

FROM : Chief, Physical Security Branch, SD/SO

DATE: NOV 5 1954

SUBJECT: Proposed Revision of Courier Receipt Form # 35-16

1. Reference is made to a discussion of the subject matter held on 1 November between [] of your office, and [] of the Security Control Staff and myself, Physical Security Branch, Security Office.

2. After reviewing the proposed revision of the Courier Receipt procedures to be followed under a new proposed procedure, it was mutually agreed that the new system satisfactorily met security requirements. One suggestion, however, was made to the effect that the notice or regulation which is published to implement the new system should incorporate an instruction providing for the classification of the portion of the receipt which will be used as the log, if the paper contains sufficient information in itself to warrant classification. To further insure appropriate classification, it is recommended that a phrase such as "For classification instruction, refer to Agency Regulation [] be printed on the bottom of the card.

SO:JDS/sf

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